



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

# Memorandum

**Subject:** **ACTION:** AIR-200 Policy Memorandum 2000-02,  
Change of Policy in FAA Order 8120.2A, Production  
Approval and Surveillance Procedures

**Date:** MAR 17, 2000

**From:** Manager, Production and Airworthiness  
Certification Division, AIR-200

**Reply to  
Attn. of:**

**To:** All Aircraft Certification Directorates  
All Aircraft Certification Offices  
All Manufacturing Inspection Offices and District/Satellite  
Offices  
All Certificate Management Offices  
All Certificate Management Units

**PURPOSE:** This policy memorandum supersedes in its entirety Policy Memorandum (PM) 99-05, Change of Policy in FAA Order 8120.2A, Production Approval and Surveillance Procedures, dated May 4, 1999. This memorandum maintains the guidance as set forth in PM 99-05, updates the references, defines evaluation scheduling procedures for Priority Part Suppliers (PPS), removes and deletes the reporting requirements to AIR-200 for any Principal Inspector (PI) audit.

**BACKGROUND:** On February 1, 1999, the Aircraft Certification Service transitioned from full Aircraft Certification Systems Evaluation Program (ACSEP) evaluations to PI audits at Priority Part Suppliers, both internationally and domestically. This process is applied to supplier surveillance performed by the FAA or by a Civil Aviation Authority (CAA) on the FAA's behalf, unless the FAA has developed another system with the CAA to perform supplier surveillance.

**PROCEDURES:** Revision "A" to FAA Order 8100.7, Aircraft Certification Systems Evaluation Program, removed the Priority Parts Suppliers from the ACSEP evaluation schedule and placed them under the evaluation procedures as stated in FAA Order 8120.2A.

The primary method of surveillance for both domestic and international priority part suppliers continues to be the PI audit. As a minimum, PI audits will consist of the following:

- Determination of compliance with the Production Approval Holders (PAH's) purchase order flow-down of technical and quality requirements.

- Audit of the applicable Title 14, Code of Federal Regulations, criteria defined in Order 8100.7, Appendix 14, that are associated with the top four problematic subsystems identified in the most recent annual ACSEP report. The report can be found on the ACSEP Bulletin Board system. The report is also located on the internet at the address: <http://www.faa.gov/avr/air/air200/Acsep-97.pdf>
- Audit of all special emphasis items relevant to the priority parts supplier.

It will be the responsibility of the accountable directorate to schedule, maintain, and determine the scheduling interval of PI audit activity. The PPS PI audit will be scheduled at the same interval as the PAH grouping for which the PPS performs work, in accordance with Order 8100.7, Chapter 4, paragraph 40a. (Example: Evaluated PAH ACSEP interval is Group II – every 24-36 months. All PPS's doing work for this PAH will be scheduled for a PI audit on the same cycle.) These evaluations will not be included in the ACSEP schedule.

A coordination committee composed of a representative from each directorate will confer on a yearly basis in order to:

- Avoid duplication of effort
- Coordinate resources
- Identify a lead office to maintain the audit schedule

For international priority part suppliers, PAH notification will be accomplished in accordance with the guidelines and procedures in Order 8100.7, Chapter 4, paragraph 41. For domestic suppliers, PAH notification will be accomplished in a manner acceptable to the directorate.

As indicated in Order 8100.7, unscheduled ACSEP evaluations may be conducted at priority part suppliers when conditions require a more detailed evaluation and will be added to the current fiscal year's ACSEP schedule.

If there are any questions, please contact a member of the Production and Airworthiness Certification Division, AIR-200, at (202) 267-8361.

/s/

Frank P. Paskiewicz